

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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**FACSIMILE TRANSMISSION
LIHEAP INFORMATIONAL TRANSMITTAL NO. IT-2007-5**

TO: Low-Income Home Energy Assistance Program (LIHEAP) Service Providers

FROM: *Original signed by*
Lloyd Throne, Director

DATE: March 23, 2007

SUBJECT: 2007 LIHEAP Program Year (PY), Amendment No. 1 – Release of Balance of Continuing Resolution (CR) Funding

On March 1, 2007, CSD received the balance of the CR funding for remainder of the 2007 fiscal year in the approximate amount of \$89 million (slightly less than 2006 PY LIHEAP initial base funding allocation). Enclosed is your agency's Amendment No. 1 for the 2007 LIHEAP Contract, including an updated allocation spreadsheet and budget exhibit reflecting your agency's cumulative total of CR funding. Due to the fact that the 2007 LIHEAP program continues to be funded under a CR, CSD will amend the 2007 LIHEAP contract in the event of a funding increase within the approved 2007 Federal Budget.

The following information is intended to provide you with a better understanding of the fiscal and programmatic changes incorporated with this amendment:

- Minor adjustments were made to individual agency allocations as a result of changes to the method by which carryover funding is reallocated. The change in practice ensures that carryover funds are reallocated to the program component in which the funds originated. As a result, we will no longer automatically reallocate twenty-five percent (25%) of carryover to weatherization.
- Based on the cumulative total of CR funding releases, Service Providers may request a twenty-five percent (25%) advance of the 2007 LIHEAP Contract. To request an advance, please submit a written request to the attention of your assigned field representative.
- With the exception to the ten-percent (10%) Weatherization set-aside, which requires a waiver approval from the U.S. Department of Health and Human services (HHS) to expend, all related "Authorization to Expend" letters limiting expenditures have been removed.
- Based on the input received from the Weatherization Task Force, the department incorporated several new measures and adjusted reimbursement rates for several existing measures. For your reference, attached is Exhibit B, ATTACHMENT V-REIMBURSEMENT RATES FOR WEATHERIZATION AND HEATING AND COOLING SERVICES (HCS) ACTIVITIES.

LIHEAP SERVICE PROVIDERS

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- The new weatherization measures added to the 2007 LIHEAP Contract will be effective March 1, 2007 and will not be applicable to the 2006 LIHEAP Contract.
- The adjusted reimbursement rates to the existing measures will be effective March 1, 2007 and will apply to both the 2006 LIHEAP Contract and the 2007 LIHEAP Contract.
- CSD anticipates that rate adjustments and updates to the EARS reporting system will be completed no later than Friday, March 23, 2007. In addition, the agency allocations for 2007 HEAP and Fast Track program components have been updated in CLASS.

A copy of this notice will be faxed to all LIHEAP Service Providers and will be posted on CSD's website at <http://www.csd.gov> (under "Contractor's Use Only"). If you have any questions regarding the above amendment, please contact your Field Representative.

Enclosures

State of California
Department of Community Services and Development
Total FY 2007 LIHEAP Allocation
Facesheet

Contract Number	Wx Includes Admin, Intake, Outreach & Training	Delayed Wx Includes Admin, Intake, Outreach & Training	CONSIDERATIONS													NON-CONSIDERATIONS				Total Allocation	Contract Number
			Wx Subtotal PCA 21007	A-16 PCA 21107	ECIP/HEAP Intake	ECIP/HEAP Admin	ECIP Outreach	ECIP WP&O	ECIP H&C	ECIP Subtotal PCA 21107	HEAP Outreach	HEAP WP&O	HEAP Subtotal PCA 21107	Total Consideration Contract	Agency Code	ECIP Fasttrack PCA 21407	HEAP Gas & Electric PCA 21407	Total Non-Consideration			
07B-5401	72,571	47,495	120,066	23,747	6,122	14,248	6,559	0	11,589	38,518	8,746	0	8,746	191,077	60228	104,305	154,526	258,831	449,908	07B-5401	
	416,804	277,869	694,673	138,935	35,816	83,361	25,583	0	113,006	257,766	63,957	0	63,957	1,155,331		60229	339,019	1,130,063	1,469,082	2,624,413	07B-5402
	29,096	19,286	48,382	9,857	2,645	6,190	3,957	62,020	1,618	76,430	2,656	0	2,656	137,325		6,471	46,915	53,386	190,711		
	37,699	25,098	62,797	12,616	3,260	7,592	4,773	74,044	2,056	91,725	3,375	0	3,375	170,513			8,228	59,647	67,875	238,388	
	54,776	36,133	90,909	18,807	4,927	11,534	7,216	111,908	3,109	138,694	5,104	0	5,104	253,514		12,434	90,148	102,582	356,096		
	121,571	80,517	202,088	41,280	10,832	25,316	15,946	247,972	6,783	306,849	11,135	0	11,135	561,352		60001	27,133	196,710	223,843	785,195	07B-5403
07B-5404	197,219	102,083	299,302	51,753	13,689	31,292	24,639	42,329	241,231	353,180	9,584	42,329	51,913	756,148	60005	152,385	126,986	279,371	1,035,519	07B-5404	
	38,430	18,836	57,266	10,429	2,797	6,599	6,093	45,848	14,107	75,444	898	3,527	4,425	147,564		47,611	12,343	59,954	207,518		
	43,026	27,807	70,833	15,594	4,200	9,927	9,151	68,859	21,187	113,324	1,350	5,297	6,647	206,398			71,507	18,540	90,047	296,445	
	34,468	22,124	56,592	12,709	3,452	8,181	7,519	56,579	17,409	93,140	1,110	4,352	5,462	167,903		58,756	15,234	73,990	241,893		
	115,924	68,767	184,691	38,732	10,449	24,707	22,763	171,286	52,703	281,908	3,358	13,176	16,534	521,865		60028	177,874	46,117	223,991	745,856	07B-5405
07B-5406	295,011	191,341	486,352	96,883	25,105	58,539	26,898	0	79,203	189,745	35,864	0	35,864	808,844	60019	396,018	633,629	1,029,647	1,838,491	07B-5406	
07B-5407	53,551	34,885	88,436	19,014	5,283	12,470	6,603	47,955	31,971	104,282	6,601	63,940	70,541	282,273	60021	36,913	52,897	89,810	372,083	07B-5407	
	4,735	2,371	7,106	1,186	357	806	511	6,777	579	9,030	380	0	380	17,702		1,736	6,776	8,512	26,214		
	127,581	84,800	212,381	42,889	11,108	25,899	16,266	203,268	21,027	277,568	11,506	0	11,506	544,344			63,083	203,269	266,352	810,696	
07B-5408	132,316	87,171	219,487	44,075	11,465	26,705	16,777	210,045	21,606	286,598	11,886	0	11,886	562,046	60024	64,819	210,045	274,864	836,910	07B-5408	
07B-5409	710,009	429,670	1,139,679	217,785	56,457	131,667	66,539	17,811	0	272,474	74,605	17,811	92,416	1,722,354	60027	1,157,751	1,300,244	2,457,995	4,180,349	07B-5409	
07B-5410	166,798	91,877	258,675	45,939	11,843	27,564	21,147	149,462	74,731	284,747	8,459	0	8,459	597,820	60072	149,462	149,461	298,923	896,743	07B-5410	
	145,771	38,592	184,363	19,563	5,484	11,828	7,761	0	20,797	45,870	5,949	0	5,949	255,745		116,802	105,597	222,399	478,144		
	438,046	292,030	730,076	146,015	37,641	87,609	53,774	0	118,766	297,790	40,330	0	40,330	1,214,211			831,359	712,592	1,543,951	2,758,162	
07B-5411	583,817	330,622	914,439	165,578	43,125	99,437	61,535	0	139,563	343,660	46,279	0	46,279	1,469,956	60010	948,161	818,189	1,766,350	3,236,306	07B-5411	
	40,483	25,913	66,396	12,973	3,346	7,789	4,422	52,784	4,222	72,563	3,943	57,006	60,949	212,881		21,113	12,669	33,782	246,663		
	42,480	27,889	70,369	14,775	3,898	9,145	5,150	61,464	4,917	84,574	4,594	66,381	70,975	240,693			24,585	14,753	39,338	280,031	
07B-5412	82,963	53,802	136,765	27,748	7,244	16,934	9,572	114,248	9,139	157,137	8,537	123,387	131,924	453,574	60034	45,698	27,422	73,120	526,694	07B-5412	
07B-5413	459,202	297,873	757,075	150,913	39,632	92,206	56,596	0	0	188,434	42,482	50,029	92,511	1,188,933	60037	1,000,563	701,060	1,701,623	2,890,556	07B-5413	
07B-5414	86,627	57,751	144,378	28,876	7,444	17,326	3,988	0	23,487	52,245	14,622	0	14,622	240,121	60038	46,973	258,352	305,325	545,446	07B-5414	
	143,559	62,266	205,825	31,546	8,177	19,067	11,097	46,432	36,114	120,887	9,344	25,796	35,140	393,398		113,500	139,294	252,794	646,192		
	62,441	41,627	104,068	0	0	0	0	0	0	0	0	0	0	104,068			0	0	0	104,068	
	93,022	61,785	154,807	31,335	8,125	18,950	11,026	46,138	35,885	120,124	9,286	25,632	34,918	341,184		112,781	138,415	251,196	592,380		
	44,764	29,842	74,606	14,921	3,847	8,953	5,220	21,846	16,991	56,857	4,396	12,137	16,533	162,917			53,401	65,537	118,938	281,855	
	117,844	78,563	196,407	39,281	10,126	23,568	13,743	57,511	44,731	149,679	11,573	31,951	43,524	428,891		140,583	172,535	313,118	742,009		
	146,467	97,645	244,112	48,822	12,586	29,293	17,081	71,480	55,595	186,035	14,384	39,711	54,095	533,064			174,728	214,440	389,168	922,232	
	109,583	72,863	182,446	36,802	9,527	22,206	12,929	54,100	42,078	140,840	10,887	30,056	40,943	401,031		132,243	162,295	294,538	695,569		
	717,680	444,591	1,162,271	202,707	52,388	122,037	71,096	297,507	231,394	774,422	59,870	165,283	225,153	2,364,553		60057	727,236	892,516	1,619,752	3,984,305	07B-5415
07B-5416	57,654	35,446	93,100	17,723	4,652	10,716	4,895	28,831	28,831	77,925	6,735	90,355	97,090	285,838	60040	28,831	28,833	57,664	343,502	07B-5416	
07B-5417	820,501	515,548	1,336,049	261,126	67,674	157,807	96,676	0	1,494,507	1,816,664	72,508	0	72,508	3,486,347	60278	213,501	1,281,006	1,494,507	4,980,854	07B-5417	
07B-5418	966,538	502,783	1,469,321	255,109	71,980	163,048	117,241	0	1,850,199	2,202,468	62,710	0	62,710	3,989,608	60045	231,275	1,111,280	1,342,555	5,332,163	07B-5418	
07B-5419	684,784	435,452	1,120,236	217,726	56,128	130,636	66,151	0	1,027,141	1,280,056	74,169	0	74,169	2,692,187	60063	141,675	1,310,490	1,452,165	4,144,352	07B-5419	
07B-5420	957,137	613,772	1,570,909	311,011	81,232	188,615	144,880	0	1,531,716	1,946,443	58,199	0	58,199	3,886,562	60097	1,028,784	1,028,781	2,057,565	5,944,127	07B-5420	
07B-5421	89,274	59,268	148,542	30,112	7,813	18,229	7,256	0	4,930	38,228	12,277	24,650	36,927	253,809	60044	123,248	192,268	315,516	569,325	07B-5421</	

State of California
Department of Community Services and Development
Total FY 2007 LIHEAP Allocation
Facesheet

County/Service Area	CONSIDERATIONS															NON-CONSIDERATIONS				Total Allocation	Contract Number
	Contract Number	Wx Includes Admin, Intake, Outreach & Training	Delayed Wx Includes Admin, Intake, Outreach & Training	Wx Subtotal PCA 21007	A-16 PCA 21107	ECIP/HEAP Intake	ECIP/HEAP Admin	ECIP Outreach	ECIP WP&O	ECIP H&C	ECIP Subtotal PCA 21107	HEAP Outreach	HEAP WP&O	HEAP Subtotal PCA 21107	Total Consideration Contract	Agency Code	ECIP Fasttrack PCA 21407	HEAP Gas & Electric PCA 21407	Total Non-Consideration		
29 Plumas Service Area - Plumas Co. Community Development Commission																					
Plumas		48,522	31,692	80,214	17,110	4,546	10,693	3,085	20,069	28,669	67,062	8,280	126,142	134,422	298,808		5,734	20,066	25,800	324,608	
Sierra		6,649	4,368	11,017	2,309	609	1,428	413	2,688	3,838	8,976	1,108	16,891	17,999	40,301		767	2,688	3,455	43,756	
Service Area Total	07B-5429	55,171	36,060	91,231	19,419	5,155	12,121	3,498	22,757	32,507	76,038	9,388	143,033	152,421	339,109	60067	6,501	22,754	29,255	368,364	07B-5429
30 Plumas CDC - Modoc Co. (WEATHERIZATION/HALF ASSURANCE 16)	07B-5430	49,198	31,328	80,526	9,249	0	0	0	0	0	0	0	0	0	89,775	60067	0	0	0	89,775	07B-5430
31 Riverside Co. - CAP of Riverside County	07B-5431	695,149	363,252	1,058,401	184,369	49,651	112,005	42,711	40,803	152,584	397,754	81,414	0	81,414	1,721,938	60073	564,380	1,439,409	2,003,789	3,725,727	07B-5431
32 Sacramento Service Area - Community Resource Project																					
Sacramento		659,799	432,761	1,092,560	216,381	55,781	129,829	34,066	3,520	105,599	328,795	105,387	0	105,387	1,743,123		492,798	1,862,071	2,354,869	4,097,992	
Sutter		53,960	35,854	89,814	18,157	4,705	10,973	2,873	297	8,906	27,754	8,890	0	8,890	144,615		41,562	157,047	198,609	343,224	
Yuba		57,675	38,450	96,125	19,225	4,956	11,535	3,027	313	9,382	29,213	9,363	0	9,363	153,926		43,784	165,439	209,223	363,149	
Service Area Total	07B-5432	771,434	507,065	1,278,499	253,763	65,442	152,337	39,966	4,130	123,887	385,762	123,640	0	123,640	2,041,664	60017	578,144	2,184,557	2,762,701	4,804,365	07B-5432
33 San Benito Co. - Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION)	07B-5433	0	0	0	18,581	5,077	12,060	7,435	3,201	0	27,773	5,259	0	5,259	51,613	60077	128,030	92,821	220,851	272,464	07B-5433
34 San Bernardino Co. - CAP of San Bernardino County	07B-5434	925,999	459,930	1,385,929	233,191	60,459	141,004	82,050	0	228,884	512,397	69,096	190,738	259,834	2,391,351	60078	1,220,717	1,029,980	2,250,697	4,642,048	07B-5434
35 San Diego Co. - Area B - MAAC	07B-5435	255,264	166,171	421,435	83,086	21,679	50,333	26,287	0	123,368	221,667	27,909	14,378	42,287	768,475	60050	341,349	479,094	820,443	1,588,918	07B-5435
36 San Francisco Co. - EOC of San Francisco	07B-5436	338,219	222,253	560,472	117,346	30,917	72,516	27,602	0	97,500	228,535	49,690	0	49,690	956,043	60079	389,998	877,614	1,267,612	2,223,655	07B-5436
37 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	07B-5437	447,574	236,313	683,887	119,670	40,658	93,876	28,814	16,425	7,234	187,007	72,831	20,534	93,365	1,083,929	60204	496,772	1,277,309	1,774,081	2,858,010	07B-5437
38 San Luis Obispo - EOC of San Luis Obispo	07B-5438	152,980	65,306	218,286	32,800	9,489	20,747	13,119	0	141,860	185,215	10,601	30,839	41,440	477,741	60080	90,875	157,896	248,771	726,512	07B-5438
39 San Mateo - CAA of San Mateo County	07B-5439	186,148	112,488	298,636	56,244	14,499	33,746	10,874	915	137,243	197,277	25,374	0	25,374	577,531	60081	53,982	448,327	502,309	1,079,840	07B-5439
40 Santa Barbara Co. - Community Action Commission of Santa Barbara Co.	07B-5440	174,366	116,244	290,610	58,122	15,302	35,671	16,396	0	290,036	357,405	21,860	0	21,860	727,997	60082	0	386,665	386,665	1,114,662	07B-5440
41 Santa Clara Co. - Economic and Social Opportunities	07B-5441	397,593	245,279	642,872	122,639	33,264	76,881	35,521	0	99,752	245,418	47,638	0	47,638	1,058,567	60023	529,425	844,013	1,373,438	2,432,005	07B-5441
42 Santa Cruz Service Area - Central Coast Energy Services																					
Monterey		205,982	137,321	343,303	68,661	18,157	42,338	18,842	11,169	177,610	268,116	26,550	0	26,550	706,630		145,202	469,115	614,317	1,320,947	
Santa Cruz		126,060	84,040	210,100	42,020	10,832	25,212	10,832	6,836	95,699	149,411	16,249	0	16,249	417,780		88,864	287,097	375,961	793,741	
San Benito (WEATHERIZATION ONLY)		49,748	31,765	81,513	0	0	0	0	0	0	0	0	0	0	81,513		0	0	0	81,513	
Service Area Total	07B-5442	381,790	253,126	634,916	110,681	28,989	67,550	29,674	18,005	273,309	417,527	42,799	0	42,799	1,205,923	60407	234,066	756,212	990,278	2,196,201	07B-5442
43 Shasta/Tehama Service Area - SHHIP																					
Shasta		167,779	101,047	268,826	51,198	13,271	30,946	26,067	125,599	209,330	405,213	7,109	0	7,109	732,346		125,599	125,597	251,196	983,542	
Tehama		54,743	36,351	91,094	18,454	4,787	11,167	9,404	45,306	75,510	146,174	2,564	0	2,564	258,286		45,306	45,304	90,610	348,896	
Service Area Total	07B-5443	222,522	137,398	359,920	69,652	18,058	42,113	35,471	170,905	284,840	551,387	9,673	0	9,673	990,632	60085	170,905	170,901	341,806	1,332,438	07B-5443
44 Siskiyou Co. - Great Northern Corporation	07B-5444	99,625	62,684	162,309	31,802	8,539	19,819	3,829	41,630	15,612	89,429	17,517	138,219	155,736	439,276	60029	10,407	171,936	182,343	621,619	07B-5444
45 Stanislaus Co. - CVOC	07B-5445	241,708	159,126	400,834	80,562	20,952	48,805	16,461	13,171	40,065	139,454	35,919	0	35,919	656,769	60014	237,636	634,711	872,347	1,529,116	07B-5445
46 Tulare Co. - CSET	07B-5446	346,524	228,582	575,106	115,770	30,001	69,961	13,929	0	37,860	151,751	61,074	37,860	98,934	941,561	60018	208,231	1,041,155	1,249,386	2,190,947	07B-5446
47 Ventura Co. - Community Action of Ventura Co.	07B-5447	189,399	120,519	309,918	60,258	15,534	36,154	24,411	0	147,036	223,135	14,424	0	14,424	607,735	60096	284,269	254,862	539,131	1,146,866	07B-5447
TOTALS		14,709,585	8,919,856	23,629,441	4,516,294	1,194,650	2,771,299	1,482,467	1,884,782	9,826,206	17,159,404	1,504,137	1,397,600	2,901,737	48,206,876		14,513,750	25,199,776	39,713,526	87,920,402	

Measure Changes Applicable to the 2006 and 2007 LIHEAP Program Year				
Measure	Change	New Maximum Reimbursement	New Fixed Fee	New Maximum Number of Units
Ceiling Insulation - all R-values	Change from fixed fee by square foot to labor and materials	No maximum limit	No longer applicable	No change
Cooling Source Repair - Forced Air Unit (FAU) A/C (Split System)	Increase maximum reimbursement	\$ 1,320		No change
Cooling Source Repair - Wall/Window Unit	Amount of repair is not to exceed 50% of replacement	50% of Replacement for all cooling types		No change
Cooling Source Replacement - Central A/C (Split System)	Increase maximum reimbursement	\$ 2,640		No change
Cooling Source Replacement - Multi-Story 110V Wall Unit	Increase maximum reimbursement	\$ 1,194		No change
Cooling Source Replacement - Multi-Story 110V Window Unit	Increase maximum reimbursement	\$ 942		No change
Cooling Source Replacement - Single-Story 110V Wall Unit	Increase maximum reimbursement	\$ 816		No change
Cooling Source Replacement - Single-Story 110V Window Unit	Increase maximum reimbursement	\$ 624		No change
Cooling Source Replacement - Evaporative Cooler, New Window Unit	Increase maximum reimbursement	\$ 936		No change
Cooling Source Replacement - Evaporative Cooler, Existing Roof Unit	Increase maximum reimbursement	\$ 1,020		No change
Cooling Source Replacement - Evaporative Cooler, Existing Wall Unit	Increase maximum reimbursement	\$ 786		No change
Cooling Source Replacement - Evaporative Cooler, Existing Window Unit	Increase maximum reimbursement	\$ 786		No change
Compact Fluorescent Lamps - Thread-based Compact	Increase maximum limit of bulbs per dwelling, decrease reimbursement per bulb	\$ 100	\$10 per bulb	10 bulbs per dwelling
Floor Insulation	Change from fixed fee by square foot to labor and materials	No maximum limit	No longer applicable	No change
Heating Source Repair - Exterior Wall Direct Vent Furnace	Increase maximum reimbursement	\$ 540		No change
Heating Source Repair - FAU (Split System)	Increase maximum reimbursement	\$ 1,044		No change
Heating Source Repair - Floor Furnace	Increase maximum reimbursement	\$ 621		No change
Heating Source Repair - Interior Wall Furnace	Increase maximum reimbursement	\$ 792		No change
Heating Source Repair - Mobile Home Furnace	Increase maximum reimbursement	\$ 742		No change
Heating Source Repair - Other Types Not Listed	Increase maximum reimbursement	\$ 1,080		No change
Heating Source Repair - Package Unit (Dual Pack)	Correct maximum reimbursement	\$ 1,530		No change
Heating Source Repair - Wood Fueled Appliance	Increase maximum reimbursement	\$ 1,080		No change
Heating Source Replacement - Exterior Wall Direct Vent Furnace	Increase maximum reimbursement	\$ 1,800		No change
Heating Source Replacement - FAU (Split System)	Increase maximum reimbursement	\$ 3,480		No change
Heating Source Replacement - Floor Furnace	Increase maximum reimbursement	\$ 2,070		No change
Heating Source Replacement - Interior Wall Furnace	Increase maximum reimbursement	\$ 2,640		No change
Heating Source Replacement - Mobile Home Furnace	Increase maximum reimbursement	\$ 2,472		No change
Heating Source Replacement - Other Types Not Listed	Increase maximum reimbursement	\$ 3,600		No change
Heating Source Replacement - Wood-Fueled Appliance	Increase maximum reimbursement	\$ 3,600		No change
Shadescreens	Increased maximum Reimbursement	\$ 500	No longer applicable	No change
*Sliding Glass Door Replacement	Change to a maximum average; effective only through 12/31/07	Average		No change

Measure	Change	New Maximum Reimbursement	New Fixed Fee	New Maximum Number of Units
Fluorescent Torchiere Lamps	Increase maximum lamps per dwelling	No change		2 lamps per dwelling
Measure Changes Applicable ONLY to the 2007 LIHEAP Program Year				
Cooling Source Replacement - 220V Wall Unit	New Optional Measure	\$ 1,329		
Cooling Source Replacement - 220V Window Unit	New Optional Measure	\$ 1,077		
Electric Range Repair	Change to a health & safety measure when an electrical hazard is present	\$ 348 or 50% of Replacement		
Electric Range Replacement	Change to a health & safety measure when an electrical hazard is present	\$ 695		
Exterior Water Pipe Wrap	New optional measure;		\$3.90 per linear ft.	No maximum limit
Refrigerator Replacement	Created 2 line items;			No change
	19 cu. ft. and below	\$ 1,032		
	Over 19 cu. ft.	\$ 1,187		

NOTE:

Insulation and shadescreens were converted from fixed fee measures to measures reimbursed by labor and materials to better accommodate rising material costs.

*Due to the new automated system constraints, maximum averages for window and sliding glass door replacements will not be allowable beginning 1/1/08.

Exhibit B, Attachment V, Footnote #2	Delete incorrect language	Following a determination that no combustion byproduct hazards exist, preweatherization blower door testing is a mandatory activity on all mobile homes, manufactured homes, and all site-built dwellings with operable forced air units.
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DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room 258
Sacramento, CA 95814
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)



March 23, 2007

To All Low-Income Home Energy Assistance Program Contractors:

Amendment No. 1, 2007 Low-Income Home Energy Assistance Program Contract

Your agency's Amendment No. 1 for the 2007 Low-Income Home Energy Assistance Program is now available electronically on the Department's Contractors Only website. A complete copy of the amendment includes the face sheet, funding information page, amendment language, and the amended Exhibit B attachments listed below. The "Total FY 2007 LIHEAP Allocation" spreadsheet is also available on the CSD Contractors Only website.

In order to expedite the execution of your Amendment No. 1, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ If applicable, submit a governing board resolution with an **original signature** of your board's authorized representative. If your board's resolution for the original 2007 LIHEAP contract authorized an agent(s) to sign the 2007 LIHEAP contract "*and any amendments*," this instruction does not apply to your agency.
- ☐ When you download your agency's Amendment No. 1 from CSD Contractors Only website, please print two complete copies of the amendment (face sheet, funding information page, amendment language, and the amended Exhibit B attachments listed below). Please print the pages **single-sided only**, not back-to-back. You need not print in color.
- ☐ Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract amendment. Print the date signed. Ensure that **your agency's authorized representative has signed both face sheets**. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2007 LIHEAP contract and, if applicable, any amendments.
- ☐ The following exhibits are part of the amendment packet. Please complete as applicable and return all copies with the amendment packet. You may use the CSD website's blank budget forms to complete your budget attachments. Note: CSD has updated certain allocations entered onto Exhibit B, Budget Detail and Payment Provisions, Attachments I, II, and III, as referenced below. **Do not alter these numbers without agreement from your Field Representative.**

Attachment I	2007 LIHEAP Weatherization Budget
Attachment II	2007 LIHEAP Assurance 16/Intake/ECIP/HEAP Budget
Attachment III	2007 LIHEAP Nonconsideration Allocations
Attachment V	Reimbursement Rates for Weatherization and HCS Activities

- ☐ Please return two complete copies of the amendment packet to CSD, and arrange all pages in the following order: face sheet, funding information page, amendment language, and Attachments I, II, III, and V. Include your board resolution, advance request, and, if desired, a transmittal letter, but please do not staple or otherwise attach these documents to the amendments themselves. If the insurance and fidelity bond documents you submitted your original LIHEAP contract or another agreement with CSD are still in effect, you do not need to resubmit them. When your agency's Amendment No. 1 is fully executed, Contract Services Unit will mail you one copy for your records.
- ☐ Please return your completed amendment packet within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
700 North 10th Street, Room 258
Sacramento, CA 95814

Please keep in mind that in order for CSD to execute your agency's Amendment No. 1, all of your contract documents must be **complete**. Authorized persons must sign the board resolution and both face sheets. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must provide proof of current coverage, or you must replace them. Coverage must include workers' compensation insurance, fidelity bond, public liability, and vehicle insurance.

If you have questions regarding this amendment process, please contact Donna Fairchild of my staff at (916) 341-4275. For questions regarding insurance coverage, please contact Suelene Choy of my staff at (916) 341-4265. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,

Original signed by



Fernando Negrete
Manager, Contract Services Unit

FN:DGF
Enclosures